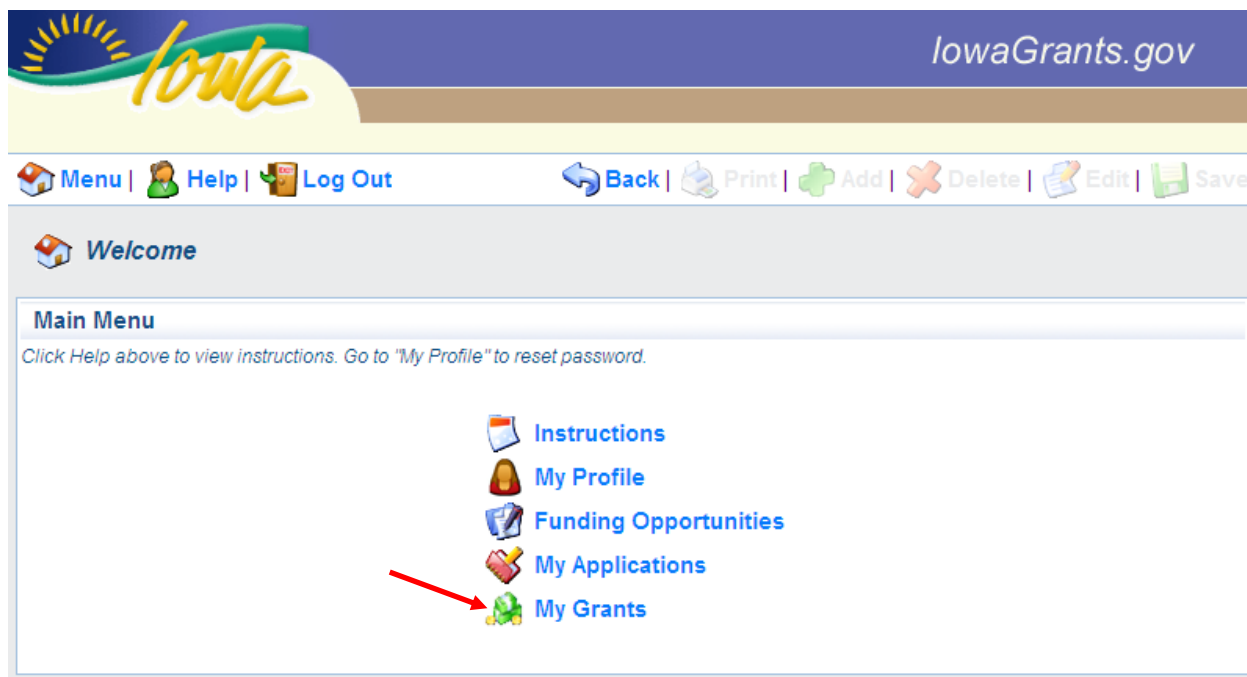


FY12 Perkins Continuation Grant: Request for Budget Adjustment November 2011

- 1) Log in to www.iowagrants.gov.
 - a. Access your account by selecting the "Returning Users Sign in Here" link.
- 2) From the Main Menu, select "My Grants"



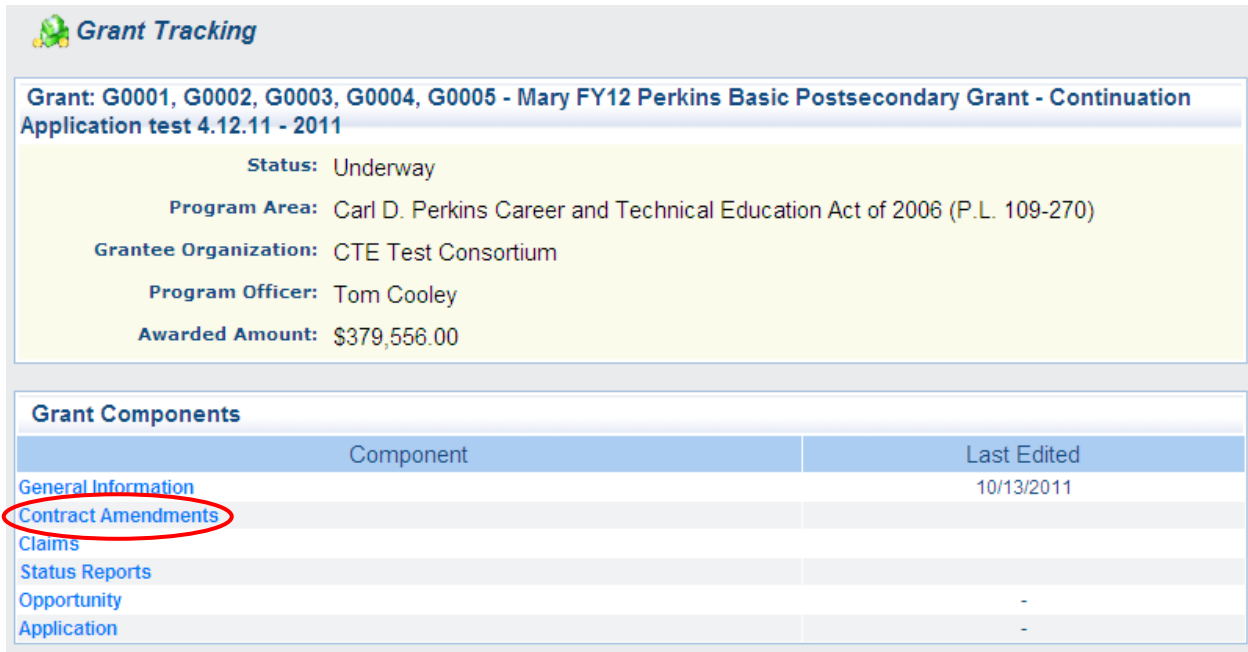
- 3) You will see a list of your approved grants that are currently underway. Select the name of the grant for which you wish to submit a budget adjustment.

The screenshot shows the Grant Tracking page. At the top is the navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, Save. Below this is a 'Grant Tracking' section. The Grant Tracking section contains a table with columns: ID, Status, Year, Name, Program Area, and Grant Amount. The table lists a grant with ID 18175, Status Underway, Year 2011, Name Mary FY12 Perkins Basic Postsecondary Grant - Continuation Application test 4.12.11, Program Area Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270), and Grant Amount \$379,556.00. A red arrow points to the 'Name' column.

ID	Status	Year	Name	Program Area	Grant Amount
18175	Underway	2011	Mary FY12 Perkins Basic Postsecondary Grant - Continuation Application test 4.12.11	Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270)	\$379,556.00
Total					\$379,556.00

FY12 Perkins Continuation Grant: Request for Budget Adjustment November 2011

- 4) The screen that opens (shown below) will list several available components. Select the “Contract Amendments” link.



Grant Tracking

Grant: G0001, G0002, G0003, G0004, G0005 - Mary FY12 Perkins Basic Postsecondary Grant - Continuation
Application test 4.12.11 - 2011

Status: Underway

Program Area: Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270)

Grantee Organization: CTE Test Consortium

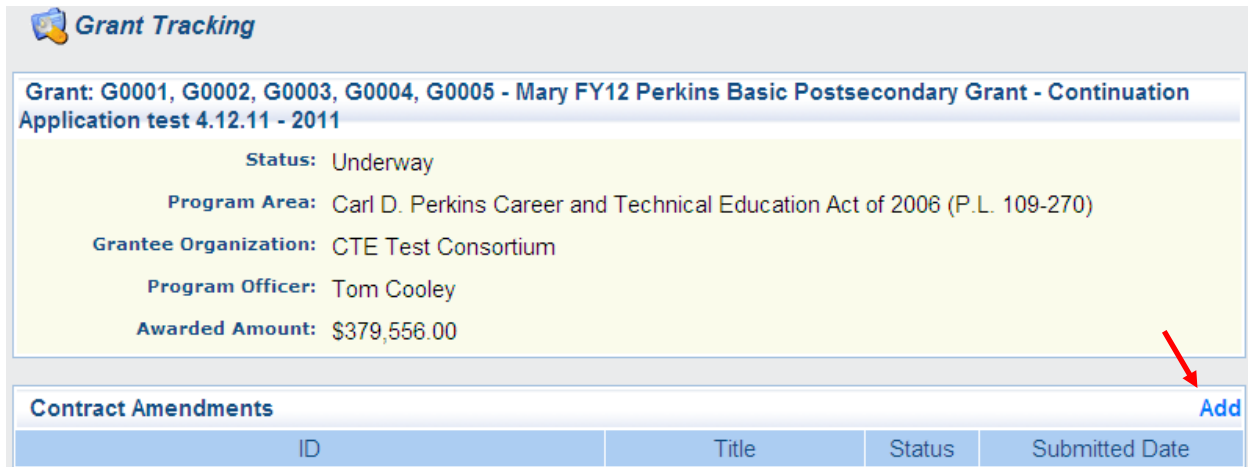
Program Officer: Tom Cooley

Awarded Amount: \$379,556.00

Grant Components

Component	Last Edited
General Information	10/13/2011
Contract Amendments	
Claims	
Status Reports	
Opportunity	-
Application	-

- 5) Once the Contract Amendment screen opens, select the “Add” link.



Grant Tracking

Grant: G0001, G0002, G0003, G0004, G0005 - Mary FY12 Perkins Basic Postsecondary Grant - Continuation
Application test 4.12.11 - 2011

Status: Underway

Program Area: Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270)

Grantee Organization: CTE Test Consortium

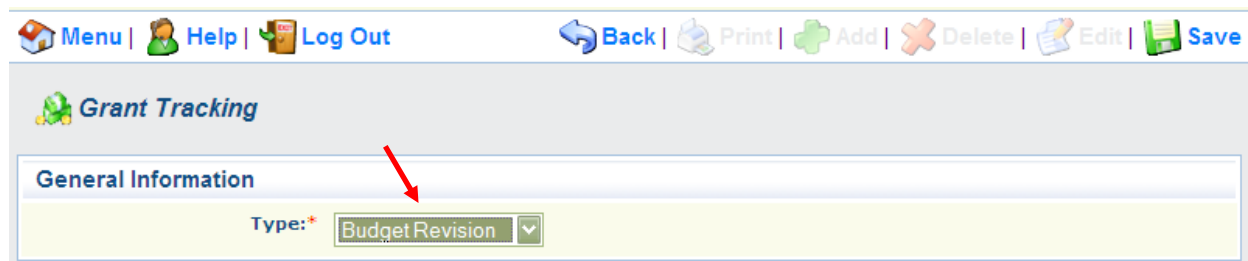
Program Officer: Tom Cooley

Awarded Amount: \$379,556.00

Contract Amendments [Add](#)

ID	Title	Status	Submitted Date
----	-------	--------	----------------

- 6) Using the drop down menu, select “Budget Revision” as the type, then select “Save.”



Grant Tracking

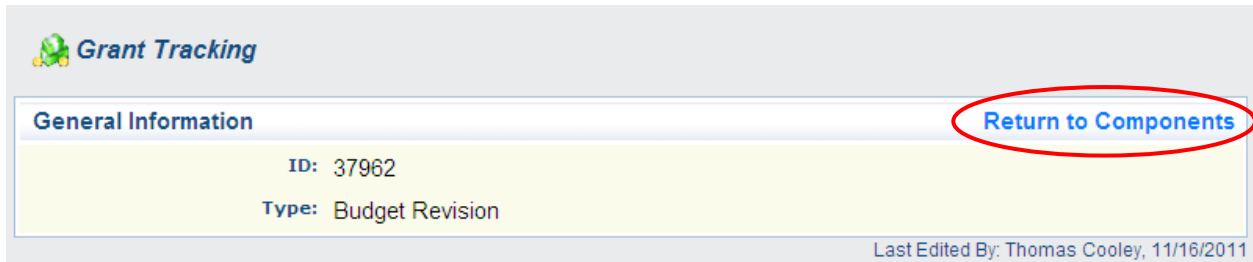
[Menu](#) | [Help](#) | [Log Out](#) | [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

General Information

Type:

FY12 Perkins Continuation Grant: Request for Budget Adjustment November 2011

- 7) After the “type” is saved, you’ll see a screen similar to the one shown below. Select the “Return to Components” link.



Grant Tracking

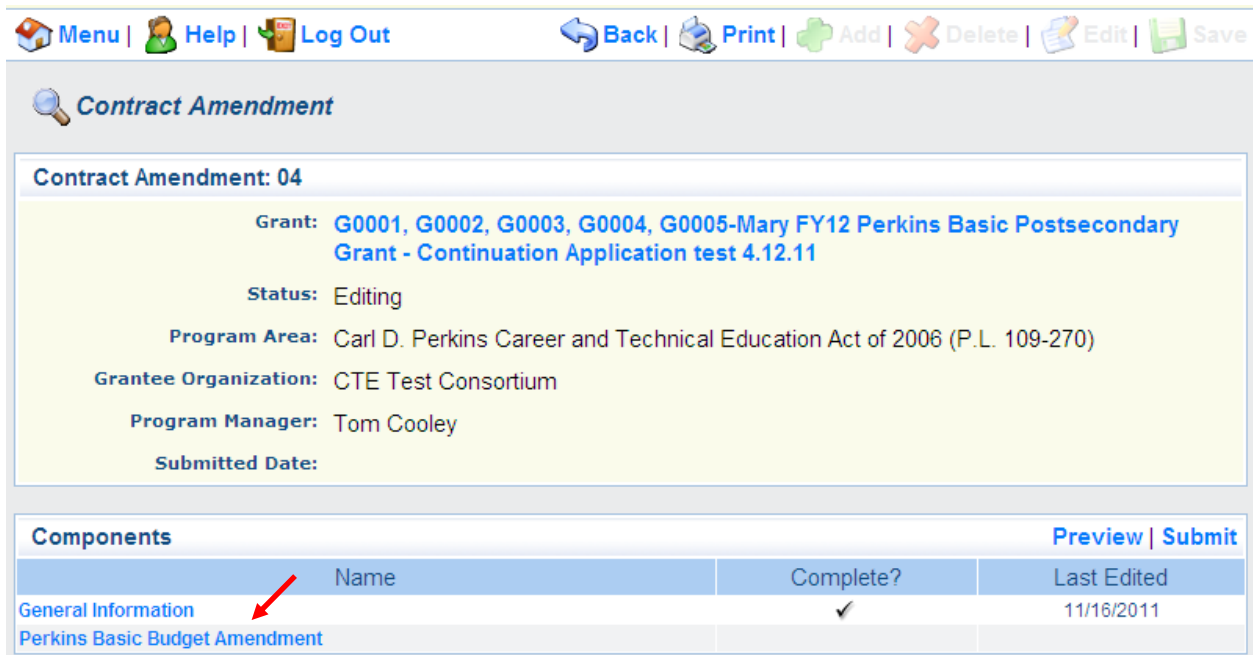
General Information [Return to Components](#)

ID: 37962

Type: Budget Revision

Last Edited By: Thomas Cooley, 11/16/2011

- 8) The components list shows the forms that comprise the budget adjustment submission. To view/complete a form, select its name. Note the “General Information” form is already marked as “complete.” This form is populated with previously entered data, thus no edits are needed. Select the “Perkins Basic Budget Amendment” form.



Menu | **Help** | **Log Out** | **Back** | **Print** | **Add** | **Delete** | **Edit** | **Save**

Contract Amendment

Contract Amendment: 04

Grant: G0001, G0002, G0003, G0004, G0005-Mary FY12 Perkins Basic Postsecondary Grant - Continuation Application test 4.12.11

Status: Editing

Program Area: Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270)

Grantee Organization: CTE Test Consortium

Program Manager: Tom Cooley

Submitted Date:

Components		Preview	Submit
Name	Complete?	Last Edited	
General Information	✓	11/16/2011	
Perkins Basic Budget Amendment			

FY12 Perkins Continuation Grant: Request for Budget Adjustment November 2011

- 9) The "Perkins Basic Budget Amendment" form is used to enter details regarding the requested adjustment. Note this is a two-part form: (a) the budget line items being changed and (b) the rationale for the change. To access a budget line item entry screen, select "Add" within the Budget Line Item Adjustments bar (this must be repeated for each line item). To access the rationale entry screen select "Edit" at the top of the page.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Contract Amendments

Contract Amendment: 04

Grant: G0001, G0002, G0003, G0004, G0005-Mary FY12 Perkins Basic Postsecondary Grant - Continuation Application test 4.12.11

Status: Editing

Program Area: Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270)

Grantee Organization: CTE Test Consortium

Program Manager: Tom Cooley

Submitted Date:

Instructions

Enter information regarding the requested adjustment to the Perkins Continuation Grant budget. **Note: This is a two-part form; follow the instructions carefully!**

Complete the "Budget Line Item Adjustments" section by selecting the blue "Add" link for that section and following the related directions. **Each addition or reduction for a given line item must be offset by a corresponding reduction or increase in another line item or item(s).**

To enter information for the "Rationale" section, select "Edit" at the top of the screen. Once information is entered, select "Save."

Once the budget adjustment and rationale sections have been completed, select the "Mark as Complete" link within the Budget Line Item Adjustments bar.

Budget Line Item Adjustments

Mark as Complete | Return to Components | Add

Budget Line Item to be Changed

Original Budget Amount

Amended Budget Amount

Rationale

Rationale for Requested Amendment

Provide a brief rationale for the requested budget adjustment(s).

Last Edited By:

FY12 Perkins Continuation Grant: Request for Budget Adjustment November 2011

- 9a) The entry screen for the line item adjustment is shown below (reminder: to access this part of the form, select “Add” within the Budget Line Item Adjustments bar). Once an entry is completed, select “Save” at the top of the screen.

Budget Line Item Adjustments

Budget Line Item to be Changed* R-1 (strengthen academic and career and technical skills) ▼
Select the budget line item for which a change is requested from the drop down menu.

Original Budget Amount* \$0.00
Enter the current budget amount for the given line item.

Amended Budget Amount* \$0.00
Enter the proposed budget amount for the given line item.

[Return to Top](#)

Information regarding each line item being adjusted must be entered and saved separately. Also, the total adjustments must be in balance; an increase in one line item must be offset by a reduction of the same amount in other items. For example, if you would like to change the budget from \$0.00 for R-1 and \$5,000.00 for R-3 to \$1,000.00 to R-1 and \$4,000 to R-3, two entries would be made:

Budget Line Item Adjustments

Budget Line Item to be Changed* R-1 (strengthen academic and career and technical skills) ▼
Select the budget line item for which a change is requested from the drop down menu.

Original Budget Amount* \$0.00
Enter the current budget amount for the given line item.

Amended Budget Amount* \$1000.00
Enter the proposed budget amount for the given line item.

Budget Line Item Adjustments

Budget Line Item to be Changed* R-3 (all aspects of an industry) ▼
Select the budget line item for which a change is requested from the drop down menu.

Original Budget Amount* \$5000.00
Enter the current budget amount for the given line item.

Amended Budget Amount* \$4000.00
Enter the proposed budget amount for the given line item.

Once each entry has been entered and saved, the Budget Line Adjustments section would appear as follows. Note the original and amended budget totals are in balance.

Budget Line Item Adjustments			Mark as Complete Return to Components Add
Budget Line Item to be Changed	Original Budget Amount	Amended Budget Amount	
R-1 (strengthen academic and career and technical skills)	\$0.00	\$1,000.00	
R-3 (all aspects of an industry)	\$5,000.00	\$4,000.00	
	→ \$5,000.00	→ \$5,000.00	

If changes are needed to a saved entry, select the link to that entry within the Budget Line Item column.

FY12 Perkins Continuation Grant: Request for Budget Adjustment November 2011

- 9b) The entry screen for the rationale section is shown below (reminder: to access this part of the form, select “Edit” at the top of the page). Once the entry is completed, select “Save” at the top of the screen.

Rationale

Rationale for Requested Amendment*

Provide a brief rationale for the requested budget adjustment(s).

[Return to Top](#)

- 10) Once the budget line item adjustments and rationale sections have been finished, select “Mark as Complete.”

Instructions

*Enter information regarding the requested adjustment to the Perkins Continuation Grant budget. **Note: This is a two-part form; follow the instructions carefully!***

*Complete the "Budget Line Item Adjustments" section by selecting the blue "Add" link for that section and following the related directions. **Each addition or reduction for a given line item must be offset by a corresponding reduction or increase in another line item or item(s).***

To enter information for the "Rationale" section, select "Edit" at the top of the screen. Once information is entered, select "Save."

Once the budget adjustment and rationale sections have been completed, select the "Mark as Complete" link within the Budget Line Item Adjustments bar.

Budget Line Item Adjustments

[Mark as Complete](#) | [Return to Components](#) | [Add](#)

Budget Line Item to be Changed	Original Budget Amount	Amended Budget Amount
R-1 (strengthen academic and career and technical skills)	\$0.00	\$1,000.00
R-3 (all aspects of an industry)	\$5,000.00	\$4,000.00
	\$5,000.00	\$5,000.00

Rationale

Rationale for Requested Amendment

The district was able to participate in a Math in CTE partnership. This was not anticipated when the original budget was submitted.

Provide a brief rationale for the requested budget adjustment(s).

[Last Edited By: Thomas Cooley, 11/17/2011](#)

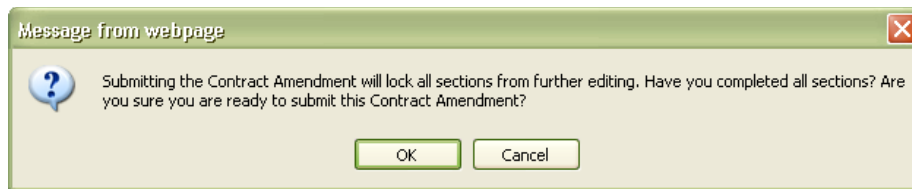
- 11) Select “Submit.” A pop up message will appear; select “OK” to finish the submission or “Cancel” to make additional edits.

Components

[Preview](#) | [Submit](#)

Name	Complete?	Last Edited
General Information	✓	11/15/2011
Perkins Basic Budget Amendment	✓	11/17/2011

FY12 Perkins Continuation Grant: Request for Budget Adjustment November 2011



After submission, a confirmation screen will show:

